DOCUMENT RESUME

ED 442 310 FL 801 385

AUTHOR Quann, Steve; Satin, Diana
TITLE Learning Computers, Speaking English: Cooperative Activities for Learning English and Basic Word Processing.
ISBN ISBN-0-472-08655-3
PUB DATE 2000-00-00
NOTE 201p.
AVAILABLE FROM The University of Michigan Press, P.O. Box 1104, Ann Arbor, MI 48106-1104; Tel.: 734-764-4392; Fax: 734-936-0456; Internet: http://www.press.umich.edu/esl/ ($16.95).
PUB TYPE Books (010) -- Guides - Classroom - Learner (051) -- Guides - Classroom - Teacher (052)
EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Business Communication; *Computer Assisted Instruction; Educational Technology; *English (Second Language); *Learning Activities; Letters (Correspondence); Second Language Instruction; Second Language Learning; Word Processing

ABSTRACT

This textbook leads high-beginning and intermediate English-as-a-Second-Language (ESL) students through cooperative computer-based activities that combine language learning with training in basic computer skills and word processing. Each unit concentrates on a basic concept of word processing while also focusing on a grammar topic. Skills are built cumulatively; students begin by learning to use the mouse and will advance to understanding the features of a basic word processing system. Many activities involve a job readiness component; after completing the book, students will be able to compose business and cover letters on the computer. This book can be used with any computer that has a Windows 95 or higher operating system. Lessons are based on Microsoft WordPad. Teachers working in other PC or Macintosh applications can use this book as a resource and adapt the lessons; information on how to adapt lessons is included. This book may also be purchased with a disk that contains instructional files and allows students to save their work to their own disk. Chapter topics focus on the following: computer basics and commands; about the mouse, desktop, and future tense; the keyboard and gerunds/infinitives; Windows and the past tense; the file menu and the present perfect; the edit menu and comparatives/superlatives; the format menu and the passive; and the help menu and conditionals. A glossary is also included. (Adjunct ERIC Clearinghouse for ESL Literacy Education) (KFT)

Reproductions supplied by EDRS are the best that can be made from the original document.